



# First Aid Policy

## Our Commitment

At Dorset Pathways, we hold a deep commitment to ensuring the safety and protection of all individuals within our care, including children, young people, staff, and visitors.

As an organization, we are dedicated to making Dorset Pathways a secure environment for everyone we engage with. This includes our assurance of having appropriate and effective first aid measures in place. We ensure the presence of adequately trained personnel and maintain sufficient supplies of first aid equipment. Additionally, we equip our staff with the necessary information to seek and provide first aid assistance when needed.

## This Document

- Defines the roles and responsibilities of individuals within our organization
- Applies to all individuals associated with Dorset Pathways, including staff, stakeholders, volunteers, and contractors
- Supports our organizational goals
- Is based on current governmental guidance and best practices. References to these documents are provided at the end of this policy

## Commitment to First Aid

Our commitment to providing first aid is guided by the Health and Safety (First Aid) Regulations 1981. These regulations necessitate a risk assessment to determine the appropriate first aid facilities and personnel required for our operations. We periodically review this assessment to ensure ongoing adequacy. Our assessment takes into account factors such as operation size, building layouts, historical incidents, proximity to emergency services, and first aid coverage during staff absences.

## First Aid Essentials

First aid involves the ability to assist individuals who are injured or unwell before professional help is available. Its goal is to prevent the worsening of injuries or conditions, safeguard the affected individual, and aid in their recovery. In certain situations, prompt action can even be life-saving.

## Responsible Personnel

The Directors hold the responsibility and oversight for first aid provision and staff training in collaboration with the Health and Safety Officer. They ensure that all staff members are aware of appropriate actions to take in case of accidents or illnesses.

## Trained First Aiders



The following staff member is a Qualified First Aider: Rob Halfhide. These first aiders are trained to provide First Aid at Work according to their qualifications. Most staff members have completed an Emergency First Aid at Work training course and are designated as appointed first aiders. When a qualified first aider is absent, an appointed first aider can provide aid within the limits of their training. Adequate access to telephones is available for emergency service contact, and posters identifying first aiders are displayed at each location.

### **First Aid Kits**

First aid kits are accessible at all Dorset Pathways sites, and portable packs are used off-site. Vehicles used by Dorset Pathways are equipped with First Aid kits. An automated external defibrillator (AED) is available at The Chequers Inn in Lytchett Matravers for emergencies. Location Hosts are responsible for maintaining and replenishing First Aid Kits.

### **Responding to Incidents**

In the event of an incident, staff members should assess the situation and the affected individual promptly. If First Aid is required and the staff member is qualified, they can provide assistance. Otherwise, they should hand the task over to a competent First Aider. Nearby individuals should be moved away, and if necessary, emergency services should be contacted.

### **Review and Reporting**

Incidents should be promptly recorded in the Accident Book and the digital Incident Log. Reportable accidents/incidents and near misses should be documented using the appropriate forms, which are then sent to the Director and Health and Safety Officer for investigation. A review and risk assessment will be conducted by the Directors and Health and Safety Officer, with resulting recommendations implemented promptly.

### **Support and Communication**

During incidents, ensure affected individuals and staff are informed of the situation and any actions taken. Communication is crucial to address concerns and reassure everyone of our commitment to safety. Medical records and allergies are considered, and records are securely kept for the required durations.

[For further details and references, please see below.](#)

### **Referenced documents and links**



**Health and Safety First Aid Regulations 1981**

<https://www.legislation.gov.uk/uksi/1981/917/regulation/3/made>

St Johns Ambulance app

<https://www.sja.org.uk/get-advice/free-first-aid-app/>

Authored : Directors

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